

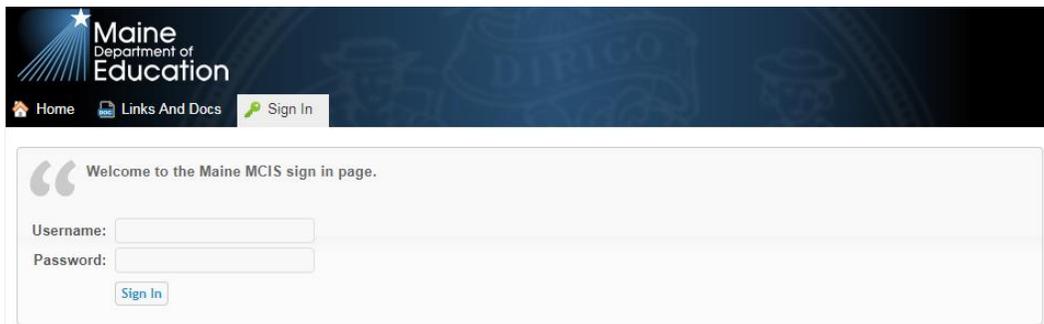


Maine Educator Information System (MEIS)

[A Guide for District Human Resource Administrators](#)

[How to access the Certification Report for your district](#)

- 1.) Log in to the Maine Educator Information System with your credentials.



- 2.) Select the "DSTHR - District Human Resources" role.



3.) Upon initial log in you will need to agree to the FERPA agreement.

The screenshot shows the top navigation bar of the Maine Department of Education website. The main content area is titled "Transfer" and contains a list of instructions: "You need to update your account before accessing this application.", "Update your account by clicking on 'Your Account' on the left.", and "You need to answer all of the secret questions. These questions are part of the process used to identify you if you ever need to recover your password." Below the list is a "Continue" link. A large grey box contains the text "You must agree to this FERPA agreement before accessing the application." At the bottom of this box are two buttons: "I AGREE" (highlighted with a red box and a yellow arrow) and "I DO NOT AGREE".

4.) Select "Certification report".

The screenshot shows the dashboard of the Maine Educator Information System. The top navigation bar includes the Maine Department of Education logo, "Home", "District", and "Recent Educator:" field. The main content area is titled "Welcome (District Human Resources)" and contains several notification boxes. The "Attention!! Steps to Prepare for Renewal Season" box lists five steps. Below it are four boxes: "No Outstanding District Renewals", "No Outstanding Approval Renewals", "View Affidavit Requests", and "Certification Report (2 Educators In Violation)". The "Certification Report" box is highlighted with a red box and a yellow arrow, indicating it is the selected option.

- 5.) This will bring up your certification (violations) Report. Staff assignments that are in violation will appear in pink highlight. Any questions in regards to the reason why any given staff member is in violation should be posed to the Maine Education Data Management Systems (MEDMS) helpdesk at (207) 624-6896 or MEDMS.Helpdesk@Maine.gov .

Meis Educator Information System
Maine Department of Education
(District Human Resources) Sign Out

Home District

Recent Educator: _____

Certification Report

Please Note: District: _____ School: --All School Sites-- Search

The Certification Violation Report shown below is based off NEO assignment data and the credentials that the educators hold. To correct violations, please update the assignment in NEO. The report will be updated nightly.

As there are thousands of mappings that are required to make this report work, it may be necessary to make corrections to the mapping. If you feel an assignment is being incorrectly reported as a violation please contact the certification office by emailing cert.doe@maine.gov to have the assignment reviewed.

ID	First Name	Last Name	School	Position	Subject	Course	CBRC	Background Status	Certification Status
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